

<b>Procedure: <i>Project Management Plan (PMP)</i></b>	
<b>Issue Date: March 20, 2000</b>	<b>Standard ID: <i>S-PE-010</i></b>
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1. **Purpose:** To consolidate and package the information from Deployment Concept Definition and to provide a means to communicate project tasks and schedules to all project participants and to the Government, and to establish a basis (project performance baseline) for project tracking, control and oversight.

2. **Creating Procedures:**

P-PE-030 – Detailed Planning

3. **Contents:**

The Contents are listed in the order that information is typically generated. The plan itself may present this information in a different order if desired. The format shows the forms that the Project manager has used to collect data. If the Project Manager wishes to take the information from the forms and write it up in a different format, they can do so.

- a) Project Characterization (S-PM-030)
- b) Project Processes (see Notes 1 and 2)

?? Standard Process Tailoring (S-PM-085) – explain any tailoring of the standard process that you have recorded on the ASEPH Compliance Guide Sheet. If you plan to deviate from one of the approved life cycles you must include an explanation of the deviation in this section.

?? Planned Reviews (S-PM-080)

?? Test Plan (S-PE-125) - must cover the scope of testing to be performed, methods and tools to perform testing, resources required (labor, facilities, equipment, etc.), participants, and location where testing will occur. Configuration Management Plan (S-CM-030) - items to be controlled (identification, formality of control, when control actions are performed, methods and tools to be used).

?? Quality Assurance Plan (S-QA-030) - identify the specific products and activities to be evaluated for compliance with the tailored process. For example, a random sampling scheme may be defined for reviewing 10% of the SDFs in detail. Also include the percent of total effort (labor hours) allocated to the activity.

?? Metrics Plan

- Say, “The project will collect the Organizational Metrics as dictated by the standard process. The process specifies the role responsible for collecting each metric and when the metric will be collected. The ATISD implements a software quality management process at an organizational level. Organizational procedures will dictate when and how they will be analyzed and what the quality goals are. The SPG will make a plan to address how improvements will be implemented and what actions will be taken when it is projected that the goal will not be met.”

- Identify any metrics that will be collected by the project that are above and beyond the metrics required by the standard process. Identify when the metrics will be collected, who will collect them and how they will be used.
- ?? Subcontractor Management Plan (S-PE-140) - if applicable
- ?? Fielding Implementation Plan (S-PE-120) - if applicable.
- ?? Purchasing - if applicable
- ?? Project Control - if applicable (see Note 4)
- ?? For large projects or projects classified as Medium to Very High Rigor this will include WBSs (S-PM-260) and/or RLNs. Projects classified as Very Low to Medium this may include Gantt Charts.
- ?? Risk Management Plan - explain how the project will handle risk Define how the risk will be reviewed. We recommend that the Project Manager review the Risk Worksheet (S-PE-170) with the Project Team weekly, and with The ATISD Director and optionally the Government quarterly (or more often if needed).
- ?? Tools and Equipment
  - Government Furnished Equipment List
  - Test and Measurement Equipment List
  - SEE/STE
- c) Facilities - Identify:
  - ?? Office, high bay assembly area, laboratory
  - ?? Furniture and office equipment
  - ?? Special needs (e.g., secure area, secure communications, environmental conditions and controls [HVAC, high pressure air, 3 phase 440 VAC], storage and handling of hazardous material).
- d) Personnel:
  - ?? Project Organization Chart
  - ?? Role Assignments
 

The Project may not want to put specific names in the project plan, due to the possibility of personnel changing. The plan may reference the Roles and Responsibilities sheet (S-PM-070) and its location in the project records.
- e) Staffing Strategy:
  - ?? Identify any special skills required (technical, application domain, security clearances)
  - ?? Identify manpower buildup (surges, valleys)
  - ?? Identify Training for project staff
    - Say, "The Organizational process training for each role is covered in the ATISD Training Plan."
    - Describe any project-specific training (application domain, SEE/STE, project orientation)
- f) Risk Worksheet (S-PE-170) - list all risks including planned action (accept, avoid, mitigate) and costs. Note: Every project has some risk. One is loss of key personnel. A

second is fire or destruction of the facility. We envision a canned table in a template, which includes these items. The planner then adds others as needed. If this is an A-20 job then refer to the A20 review packages.

g) Deliverables/Non-deliverables

?? Documents (Use a table formatted like this example.)

Document Name	Size (Pages)	Deliverable (Y/N)	Build/Release

?? Code (Use a table formatted like this example.)

Identifier	Size	Size Units	Deliverable (Y/N)	Build/Release

?? Hardware (includes prototypes and articles used for destructive testing)

?? Services

?? Bill of Materials

h) Schedule (see Note 4)

i) Budget

?? Labor (FTEs) by labor grade

?? ODCs (includes travel, tools, equipment, facilities)

**4. Format:**

Specified by the Project Manager.

**5. Notes:**

- a) The ASEPH will document most of the process. There is no need to repeat this description here. This section will, however, define the strategy for the activity and any exceptions to the standard process defined in the ASEPH.
- b) For Medium to Very High Rigor jobs we may need a separate Test Plan, Configuration Management Plan, and Quality Assurance Plan. If there are many Subcontractors, we may decide to prepare a separate Subcontractor Management Plan. If fielding involves many sites, complicated logistics, many participants, etc., then we may prepare a separate Fielding.
- c) The normal sequence of test documents is:
  - ?? strategy (part of PMP or SDP or proposal)
  - ?? plan (ATP or "STP" in 2167A)
  - ?? test procedures

?? test report

- d) If Rigor = High or Very High then during Preliminary Design and Approach (“Detailed Planning”) you must provide a WBS for Detailed Design, Product Development, and Implementation. This WBS must show product components and production activities that are relevant for the project. The Project Manager must identify these based on factors such as the size of the items [component or task], the perceived risk, and organizational responsibilities [e.g., work assigned to a Subcontractor must be partitioned for budgeting and tracking]. If the project will purchase significant amounts of materials, these items should also be included in the WBS. The project’s schedule should include milestones associated with the start and completion of the various WBS tasks. If desired, a WBS can be prepared for projects with Rigor = Medium or below. Projects classified as Very Low to Medium may use Gantt Charts instead of WBSs.

These projects are also required to use formal project control techniques (such as Resource Loaded Networks [RLNs] and Earned Value calculations) and tools (Project Scheduler, Microsoft Project, etc.).